



THE CITY OF SAN DIEGO

## HOW TO OBTAIN A PERMIT TO BUILD A

# Residential Addition/Alteration

CITY OF SAN DIEGO DEVELOPMENT SERVICES  
1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

INFORMATION  
BULLETIN

**DS-140**

MARCH 2013

This information bulletin describes the plan review and submittal requirements for additions and alterations to residential single dwelling units and duplexes. The information and sample drawings provided are suitable as a guide for most projects. Some projects may require additional documentation and information. In the event a conflict arises between the information in this bulletin and the requirements specified in the California State and local codes, the State and local requirements shall apply.

## I. REVIEW PROCESS

### A. Submitted Review

Most projects are reviewed through the Submitted Review process. Please refer to Section 2A of the Project Submittal Manual for requirements related to the submitted process.

### B. Over-the-Counter Review (OTC)

Residential single dwelling unit or duplex projects meeting all of the following criteria may be reviewed OTC while the customer is present:

1. Single story room additions of 1,000 square feet or less
2. Interior alterations
3. Accessory structures such as single-story garages, carports, retaining walls, pools, spas, decks and patios

Projects must conform to the conventional construction provisions of the current California Residential Code or the City of San Diego Standard Drawings (minor calcs may be reviewed OTC on a case by case basis). Structures containing unusual design features, framing irregularities or that do not otherwise comply with the conventional requirements of the California Residential Code must be designed by a registered design profession (licensed architect or engineer) and may not qualify for an OTC review.

## II. OPTIONS FOR SERVICE

### A. Appointment

To schedule an appointment, call (619) 446-5300.

### B. Walk-In Service

Visit the Development Services Check-In counter on the 3rd floor of the Development Services Center located at 1222 First Avenue.

**Note:** Appointments are strongly encouraged. Walk-in service is subject to staff availability.

## Documents referenced in this Information Bulletin

- California Residential Code
- Land Development Code, ([LDC](#))
- San Diego Municipal Code, ([SDMC](#))
- Project Submittal Manual, [Section 2A](#)
- [Information Bulletin 119](#), Construction and demolition Debris
- [Information Bulletin 501](#), Fee Schedule Construction Permits - Structures
- [Information Bulletin 580](#), Potential Historical Resource Review
- [Information Bulletin 581](#), Designated Historical Resource Review
- Water Meter Data Card, [DS-16](#)
- Circuit Card, [DS-1779](#)
- Inspection Record Card, [DS-1798](#)
- General Application, [DS-3032](#)
- Owner-Builder Verification, [DS-3042](#)
- [Building Newsletter 17-1](#), Special Inspection and Structural Observation Requirements on Plans
- California Code of Regulations, [Title 24 Part 6](#)
- [San Diego Standard Drawings](#)
- Waste Management Form for Construction and Demolition Debris, [ES-008](#)

## III. FEES

Please refer to Information Bulletin 501 for fees.

## IV. FORMS TO COMPLETE

### A. General Application

A General Application form (DS-3032) must be submitted with all projects.

### B. Owner-Builder Verification Form

This form is required if the property owner is acting as the general contractor. If you are not a licensed contractor and intend performing the work yourself or hiring licensed subcontractors, an Owner-Builder Verification form (DS-3042) must be completed and submitted with your project documents.

### C. Water Meter Data Card

A Water Meter Data Card must be completed if new plumbing fixtures are being added. This form is not required when replacing or relocating existing fixtures.

**D. Construction and Demolition Debris**

A Waste Management Form must be completed for all new construction, addition/alteration and demolition projects. A refundable recycling deposit will be collected at the time of permit issuance. Residential additions less than 500 square feet and alterations less than 286 square feet are exempt from the construction and demolition debris fees. For more information, refer to Information Bulletin 119, Construction and Demolition Debris.

**V. PLANS AND SPECIFICATIONS**

Plans must be drawn to scale and be of sufficient clarity to indicate the location, nature and extent of the proposed work. Existing and proposed construction should be clearly labeled. Plans must show that all work conforms to the provisions of the current version of the California Residential Code, Zoning Ordinances and all other relevant laws, ordinances and regulations applicable in the City of San Diego.

**Note:** If the proposed project is located in the Very High Fire Hazard Severity Zone, the provisions of California Residential Code, Section R327 apply. Visit the Development and Permit Information counter (DPI) on the 3rd floor of the Development Services Center to determine if your property is in the Very High Fire Hazard Severity Zone.

The following plans and minimum information must be provided.

**A. Site Plan and Vicinity Map (See Figure 1)**

1. Property lines and dimensions, including curb to property line and minimum required setbacks
2. Existing building footprint, including dimensions and distances to adjacent property lines. Include items such as eave overhangs, bay windows and fireplaces
3. Proposed construction, noting dimensions of the exterior walls and the distances to adjacent property lines
4. Accessory structures with dimensions, including the distances to adjacent property lines and adjoining structures
5. Existing pools and spas
6. Location of water meter, water service and building sewer (if new plumbing fixtures are being installed)
7. Easements

**B. Foundation Plan and Floor Framing Plan (See Figure 3)**

1. Slab on Grade Construction
  - a. Size, depth, and location of footings
  - b. Rebar size and spacing
  - c. Concrete compressive strength (min 2500 psi)
  - d. Concrete slab thickness (min. 3.5 in.)

**2. Raised Floor Construction**

- a. Location of continuous foundation and pier footings
- b. Size and depth of footings
- c. Size of stem walls
- d. Size and spacing of girders (see Table 3)
- e. Size and spacing of floor joists (see Table 1)
- f. Location and size of crawl space access openings and vents

**C. Floor Plan (See Figure 2)**

1. Identify use and dimensions of all existing and proposed rooms
2. Size and types of windows and doors
3. Location and type of all plumbing fixtures
4. Location and energy output (BTUs) of all heating equipment
5. Location and type of bathroom exhaust vent fan(s)
6. Location and type of smoke and carbon monoxide alarms
7. Attic access location

**D. Roof Framing Plan (See Figure 4)**

1. Size, spacing and full span supports for the existing roof framing impacted by the area of alteration
2. Size and spacing of all new rafters and ceiling joists (See Table 2)
3. Size of headers above wall openings
4. Special framing around roof openings such as skylights and chimneys

**E. Exterior Elevation Views (See Figure 5)**

1. Each exterior wall shown from the outside of the building
2. Doors, windows and other openings
3. Exterior finish of the walls and roof
4. Wall bracing, shear panes or other means of obtaining required lateral bracing
5. Pre-existing and finished grade and building height to the most restrictive grade
6. Exterior finish of the walls and roof

**Note:** Roofs must be minimum Class "A" rated.

**F. Connection Details (See Detail A-1)**

Sufficient details must be shown to clearly explain the method of construction and means of connection.

**G. Truss Calculations**

If prefabricated trusses are included as part of the roof framing system, two sets of truss calculations, stamped by a professional architect or registered engineer, licensed in the State of California must be provided. The truss calculation identification number must identify each truss type on the roof framing plan.

### H. Special Inspection

Specify any construction methods (such as epoxy anchorage) that require special inspection.

### I. Stormwater Best Management Practices (BMP's)

The following notes must be added to the plans:

#### Stormwater Quality Notes Construction Best Management Practices (BMP's)

This project shall comply with all requirements of the State permit; [California Regional Water Quality Control Board](#), San Diego, Order No. R9-2007-001, NPDES, the City of San Diego Land Development Code, and [Storm Water Standards Manual](#).

#### Notes below represent key minimum requirements for construction BMP's.

1. The Contractor shall be responsible for cleanup of all silt and mud on adjacent street(s) due to construction vehicles or any other construction activity at the end of each work day or after a storm event that causes a breach in installed construction BMPs which may compromise Storm Water Quality within any street(s).
2. All stockpiles of soil and/or building materials that are intended to be left for a period greater than seven calendar days are to be covered. All removable BMP devices shall be in place at the end of each working day when five day rain probability forecast exceeds 40%.
3. A concrete washout shall be provided on all projects which propose the construction of any concrete improvements which are to be poured in place on site.
4. The contractor shall restore all erosion/sediment control devices to working order after each run-off producing rainfall or after any material breach in effectiveness.
5. All slopes that were recreated or disturbed by construction activity must be protected against erosion and sediment transport at all times.
6. The storage of all construction materials and equipment must be protected against any potential release of pollutants into the environment.

### J. Title 24 Energy Requirements

All single dwelling units and duplex additions and alterations must comply with the California Energy Efficiency Standard for Low-Rise Residential Buildings contained in the California Code of Regulations, Title 24, Part 1. A number of compliance methods are described in the Residential Manual available from the [California Energy Commission](#) website or phone 1-800-772-3300.

The minimum acceptable requirements for the simplest method are shown in Table 1 below. In addition to the Mandatory Measures summary (MF-1R form) mentioned in section IV C, you may complete the required Certificate of Compliance (CF-1R form) using the information in this table. (Forms must be shown on the plans. Stapling is not permitted). Table 1 is based on Climate Zone 7. Some areas of San Diego are in Climate Zone 10. During your plan review appointment, you will be advised if your project is located in Climate Zone 10 and what alternative shading devices must be added to meet Climate Zone 10 requirements.

Manufactured fenestration (glazing) products must be labeled with certified U-factor, SHGC and infiltration certification. The rough opening and U-factor of all windows and doors with glass must also be noted on the plans (Title 24.3.2.2). At least half the installed wattage of luminaires in kitchens shall be high efficacy (table 6-1). Non high efficacy luminaires must be switched separately (Title 24. 6.1.2).

**Table 1 - Title 24 Energy Requirements**  
(Climate Zone 7)

Floor Area	<100 sq ft.	<1000 sq ft.
<b>Insulation:</b>		
Ceiling	R-19	R-30
Wall	R-13	R-13
Floor	R-13	R-19
<b>Glass:</b>		
Type	Dual Pane	Dual Pane
Sq.Ft..	max. 50*	20% of FA* total 5% west

\*The area of any glass removed, as a direct result of the room addition, may be added to the 20%.

### K. Electrical

Electrical drawings are not required for single family or duplex residential projects. The electrical system must be installed per the current edition of the California Electric Code and will be verified at the time of inspection.

### L. Plumbing

Plumbing fixtures need to be shown on the floor plan. Piping material must also be noted on the plans. Compliance with the City Water Utilities Retrofit Ordinance (SDMC 147.0403) must be shown for new plumbing fixtures as follows:

1. Ultra low flush toilets that use 1.6 gallons per flush or less.
2. Maximum faucet flow, 2.2 gallons per minute.

3. Maximum shower head flow, 2.5 gallons per minute.

## VI. ZONING REGULATIONS

The following regulations typically apply to residential additions and alterations. Please consult the City of San Diego's Land Development Codes for all zoning regulations that may apply to your project.

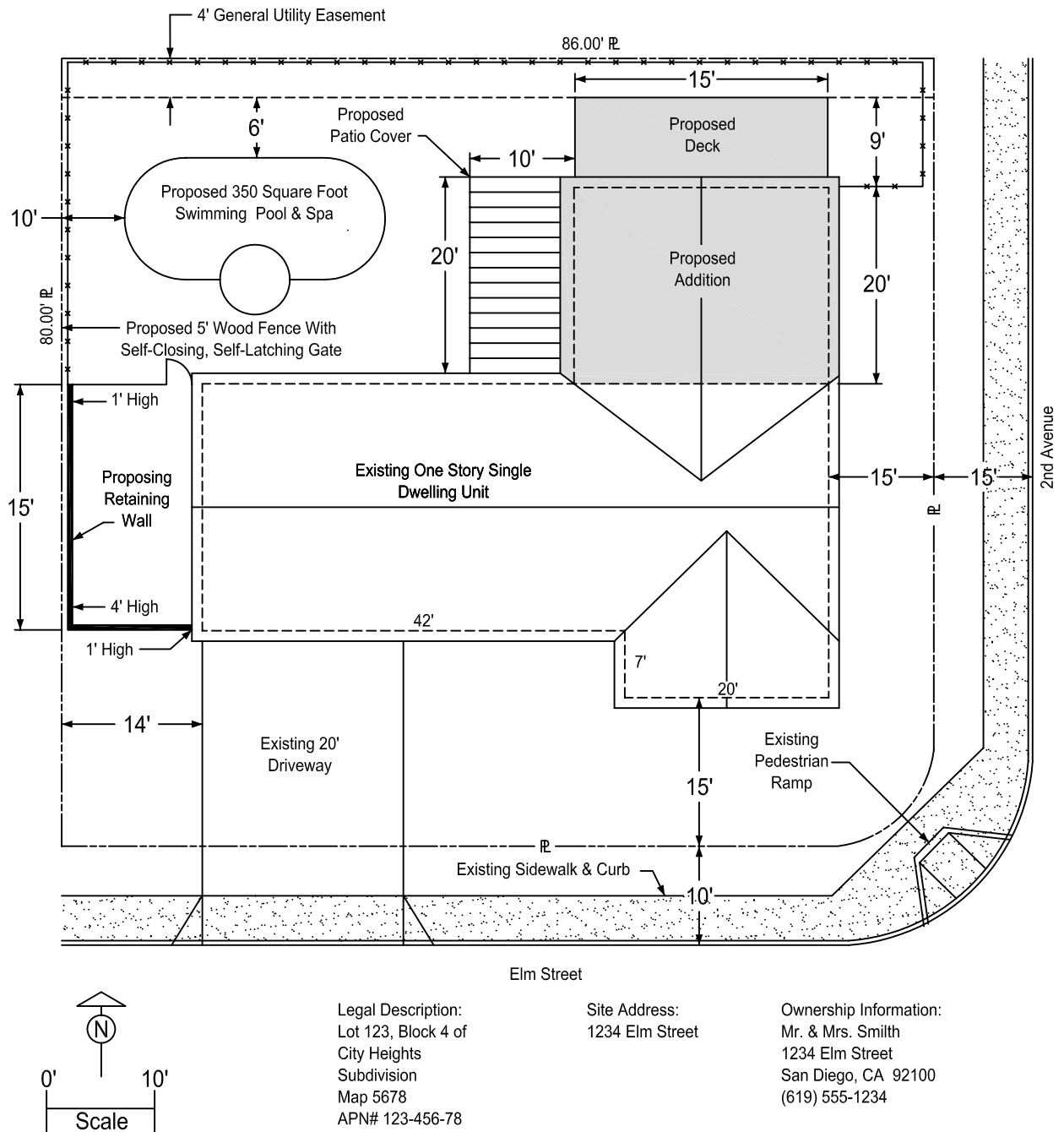
Regulations	SDMC Section
Residential Base Zones.....	Chap 13 Art 1 Div 4
Planned Districts (if applicable) .....	Chap 15
Additional Parking Regulations.....	142.0501
Brush Management .....	142.0412
Environmentally Sensitive Lands.....	142.0101
Parking (typical citywide zones)....	Chap 14 Art 2 Div 5
	Chap 13 Art 2 Div 8

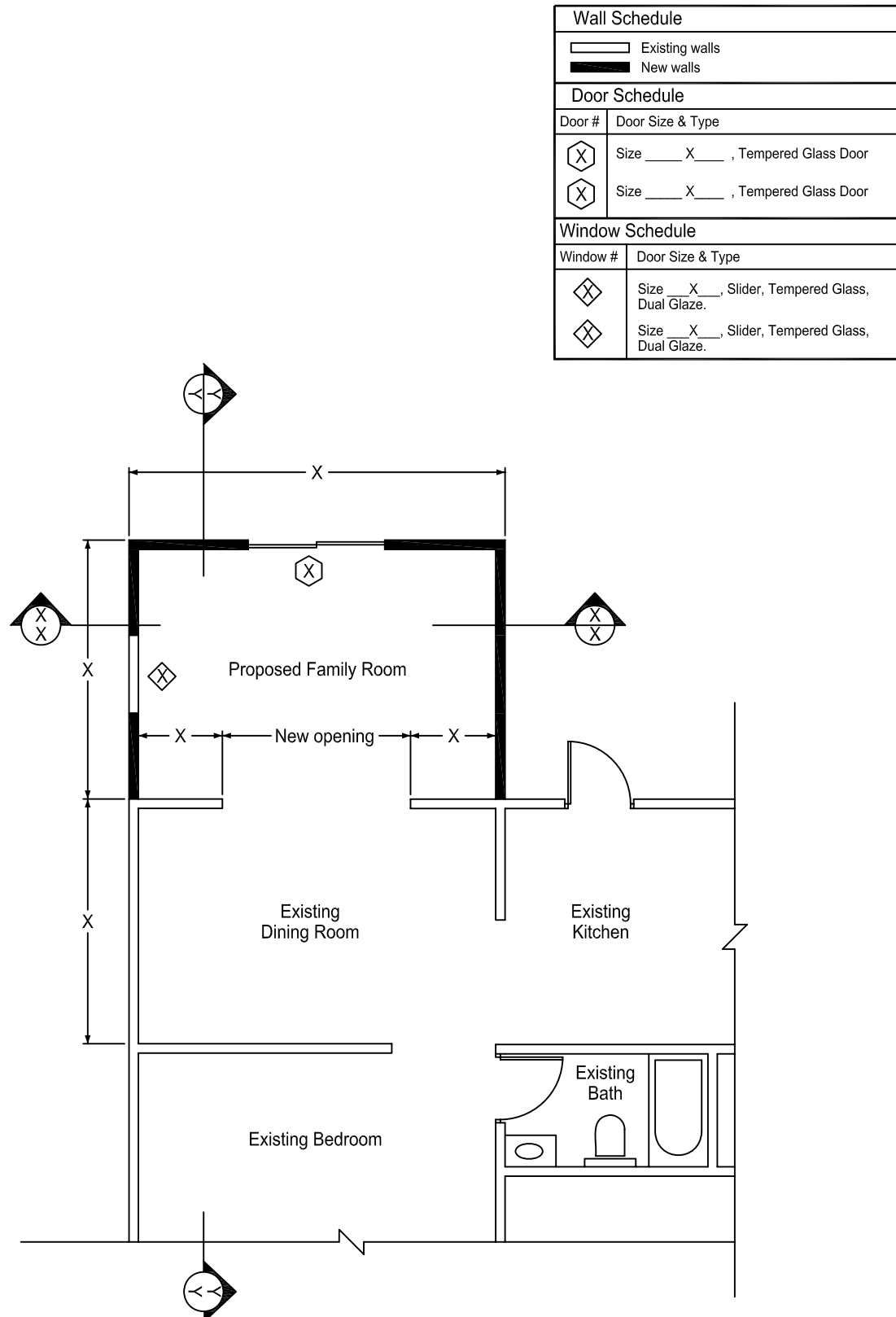
## VII. HISTORICAL REVIEW

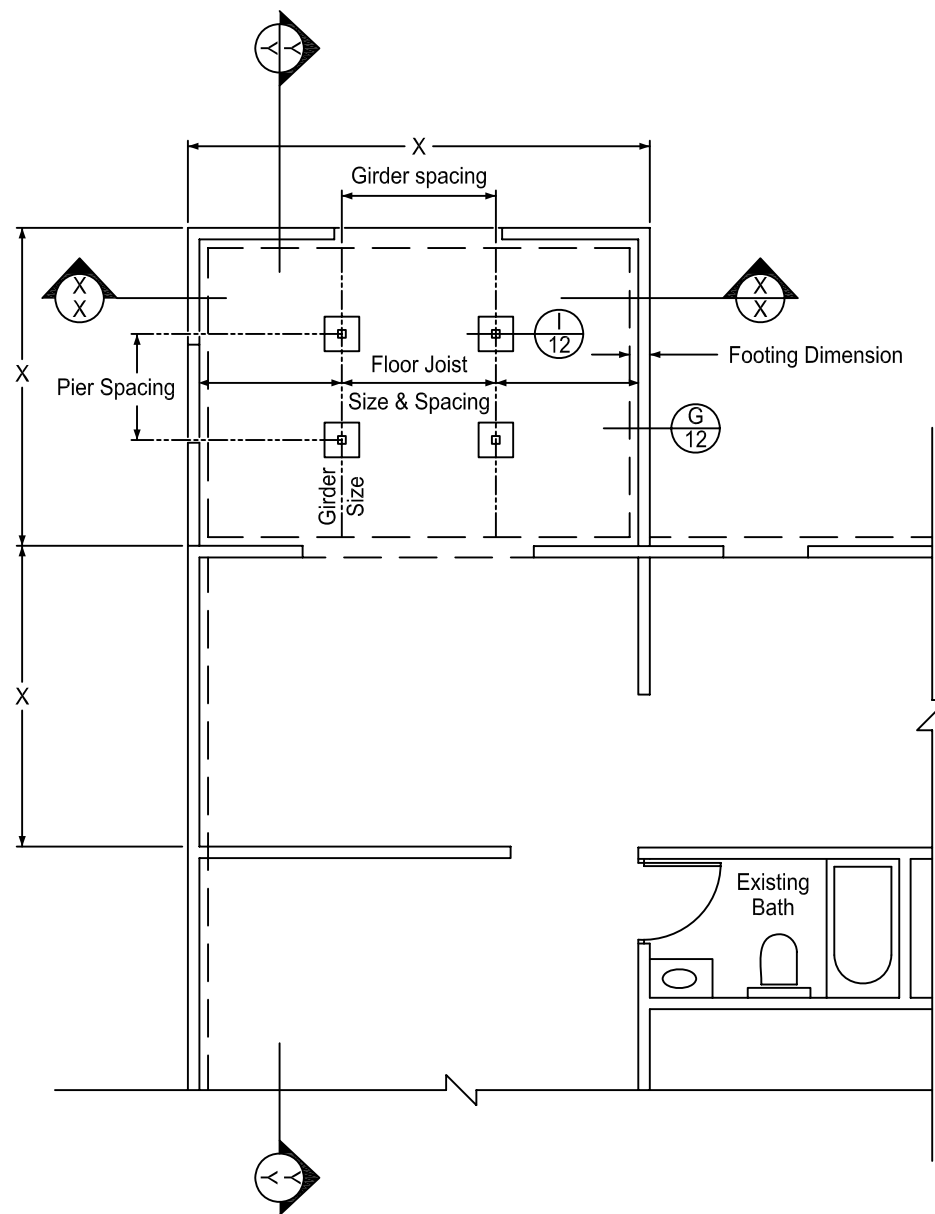
If the property contains any structure 45 years or older, please refer to Information Bulletin 580, Potential Historical Resources Review. Copies of the County Assessor building record and photographs of each building elevation will be required at the time of submittal or over-the-counter review. The photographs must be submitted in printed form and electronically on a compact disc.

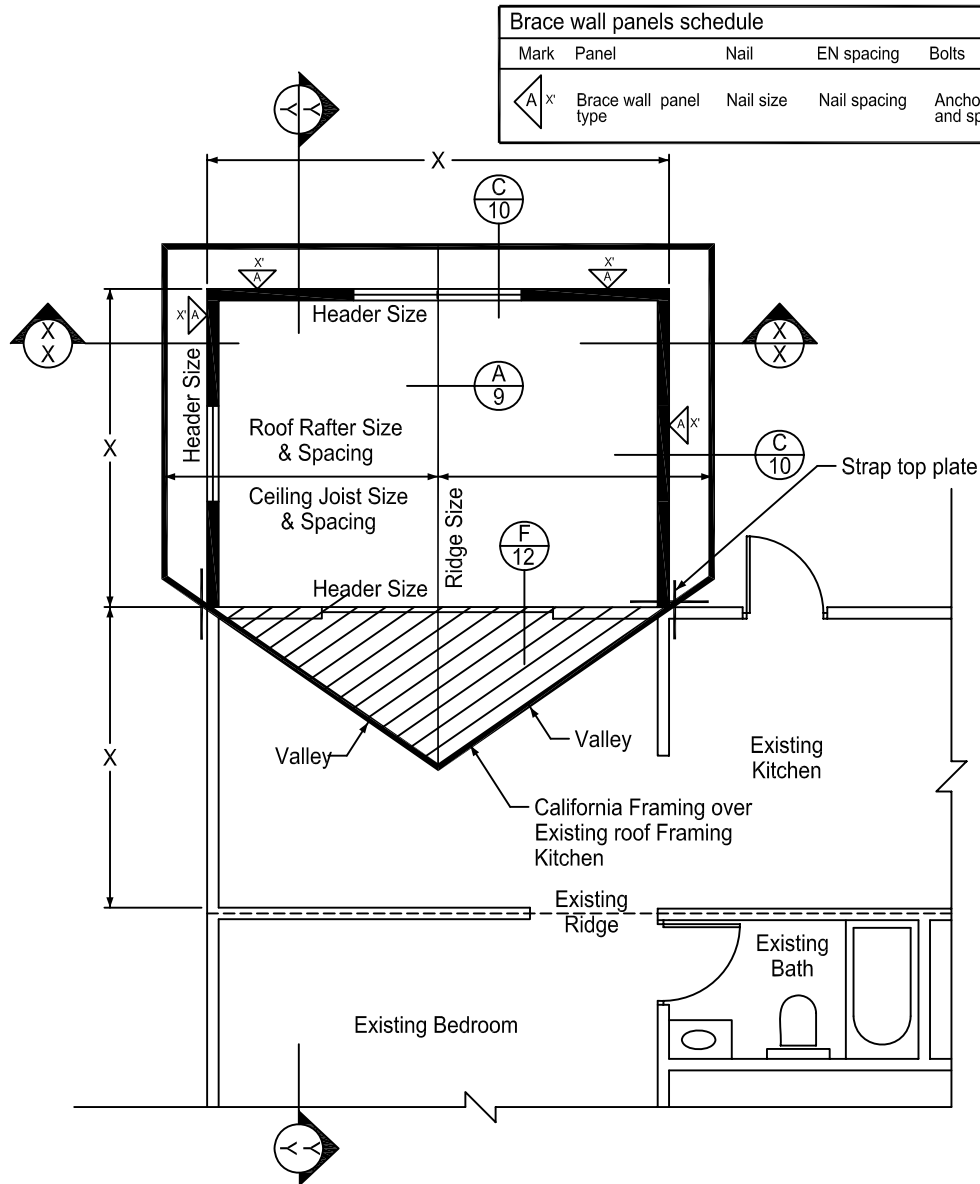
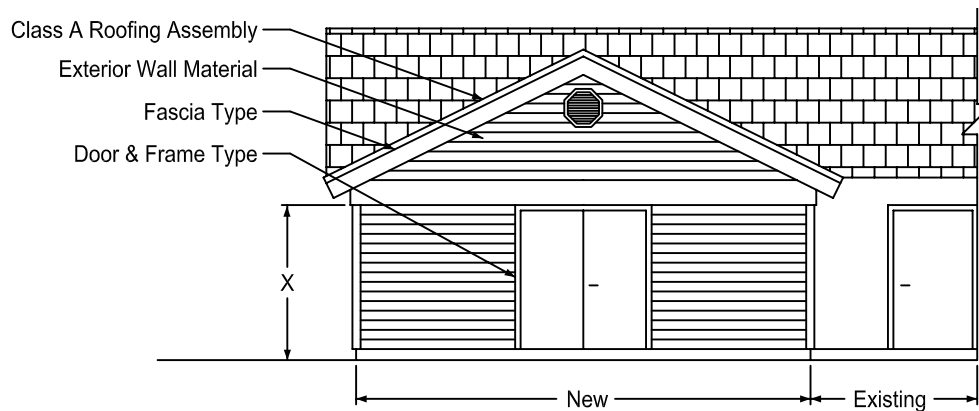
If the property is located in an Historic District or contains any building designated as Historical, see Information Bulletin 581, Designated Historical Resource Review.

Figure 1 / Typical Site Plan

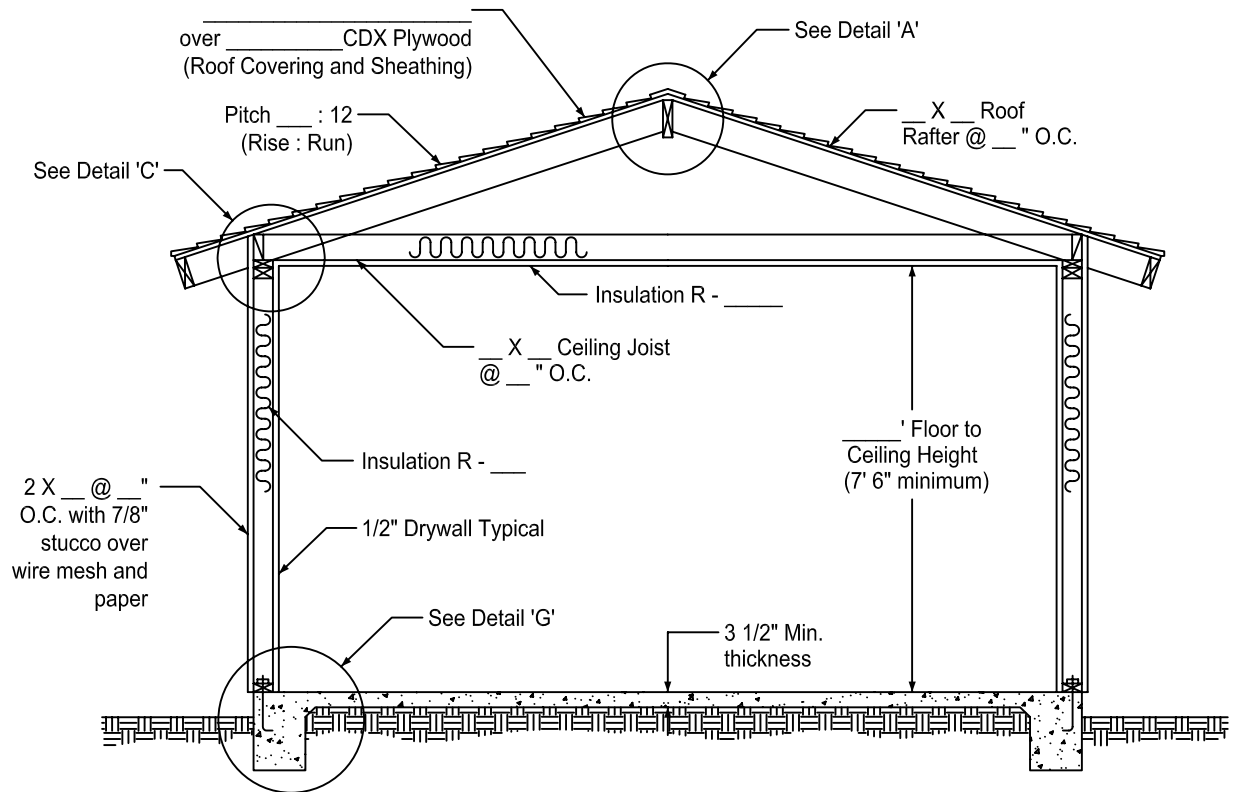


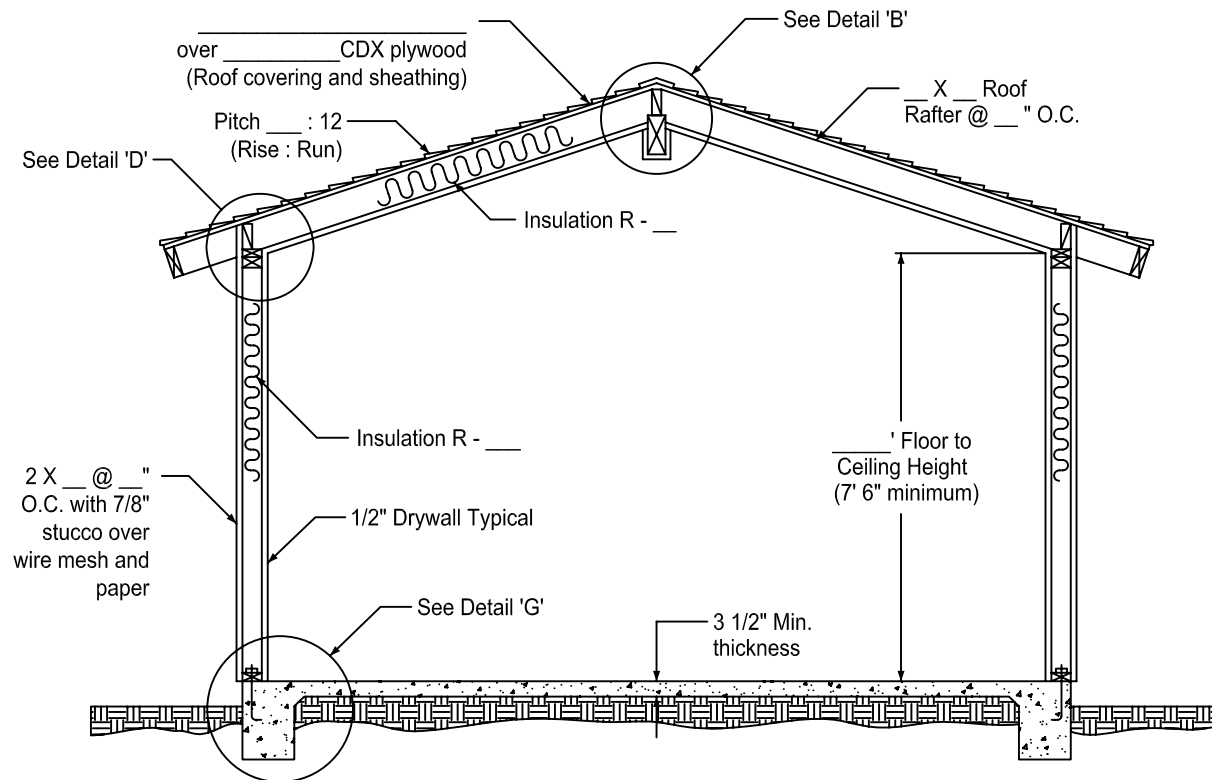
**Figure 2 / Floor Plan with Cross Referenced Section Views**

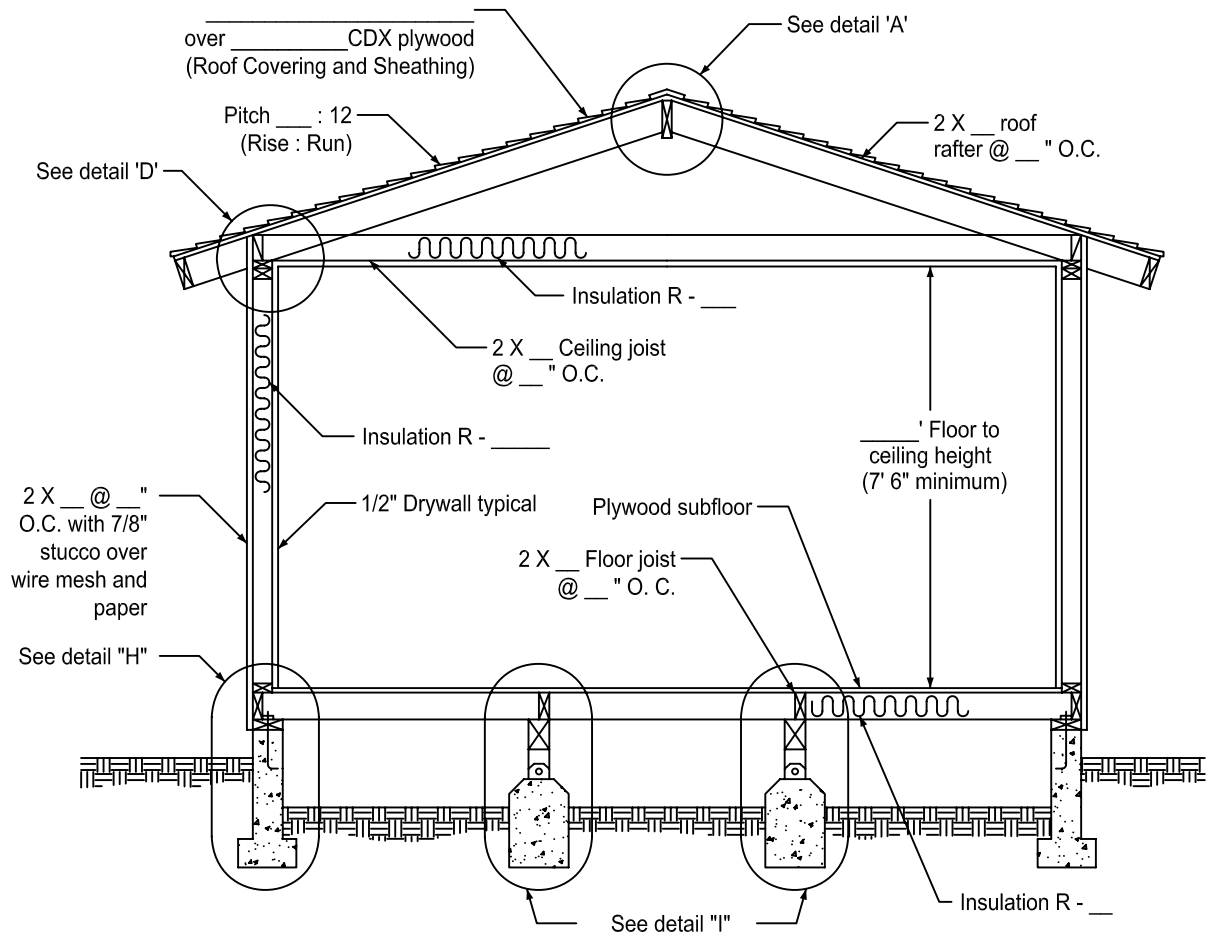
**Figure 3 / Typical Raised Foundation Plan**

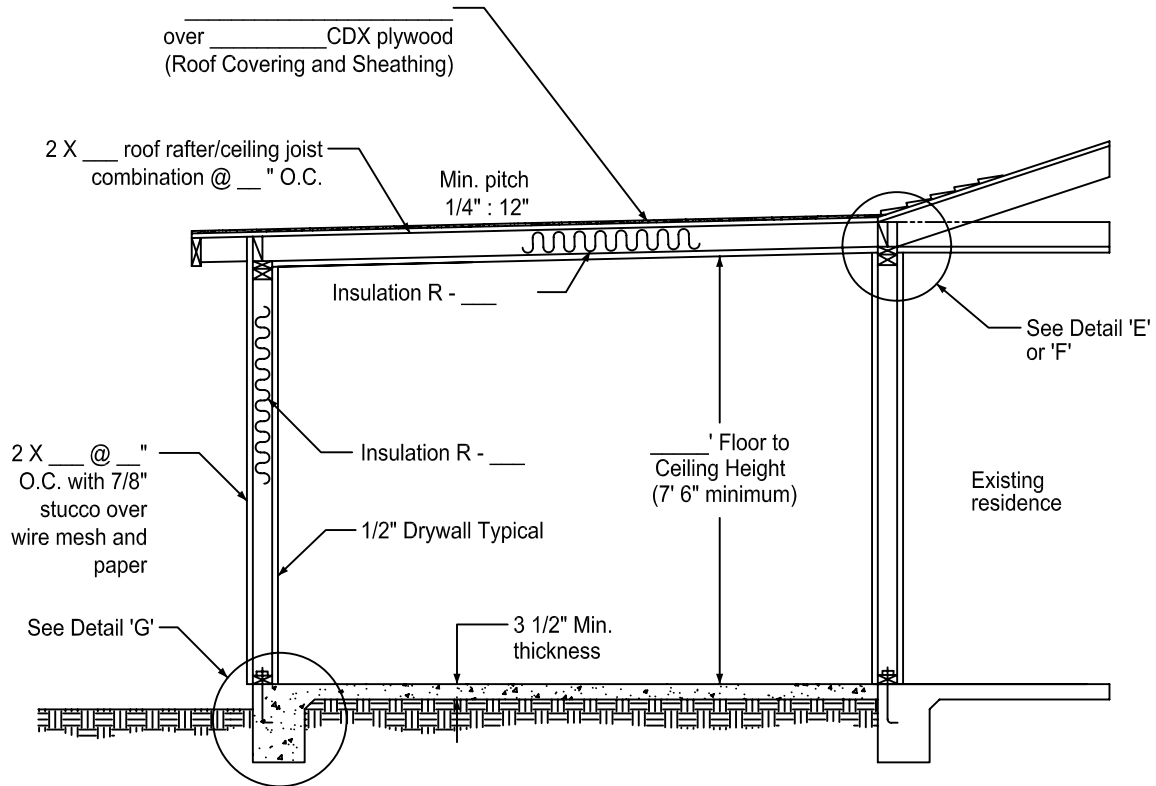
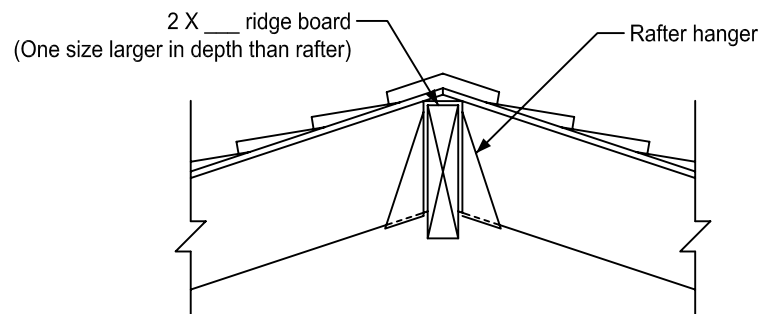
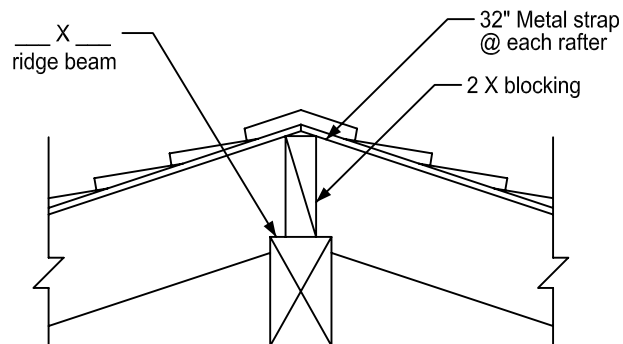
**Figure 4 / Typical Roof Framing Plan****Figure 5 / Typical Elevation**

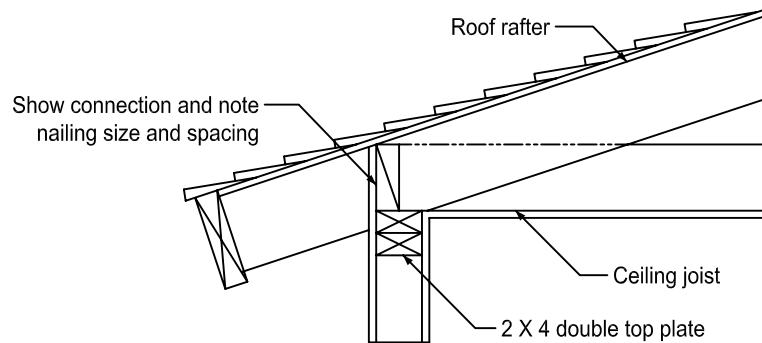
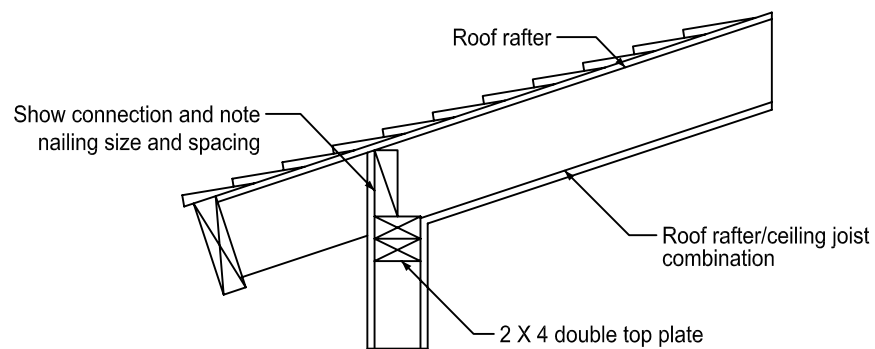
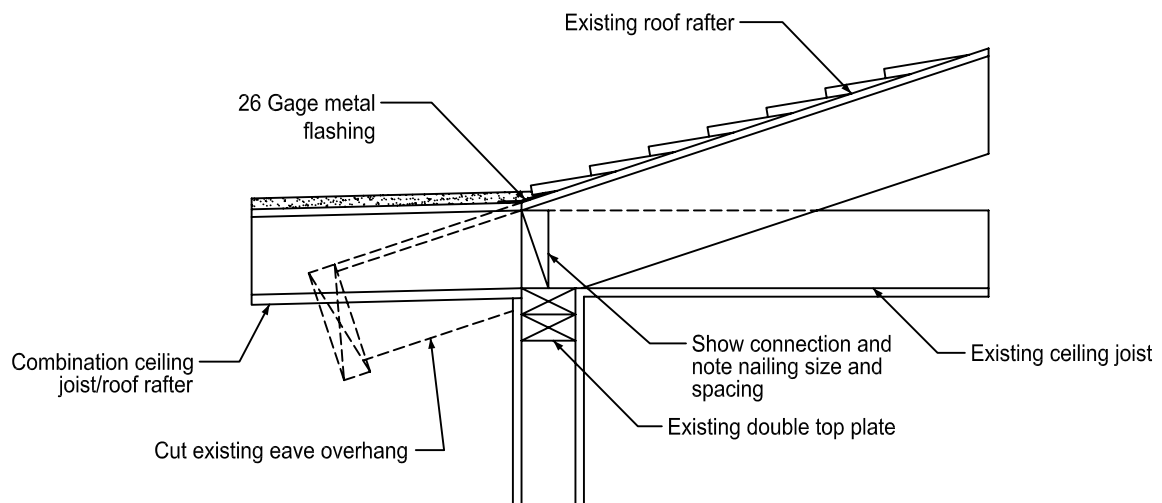


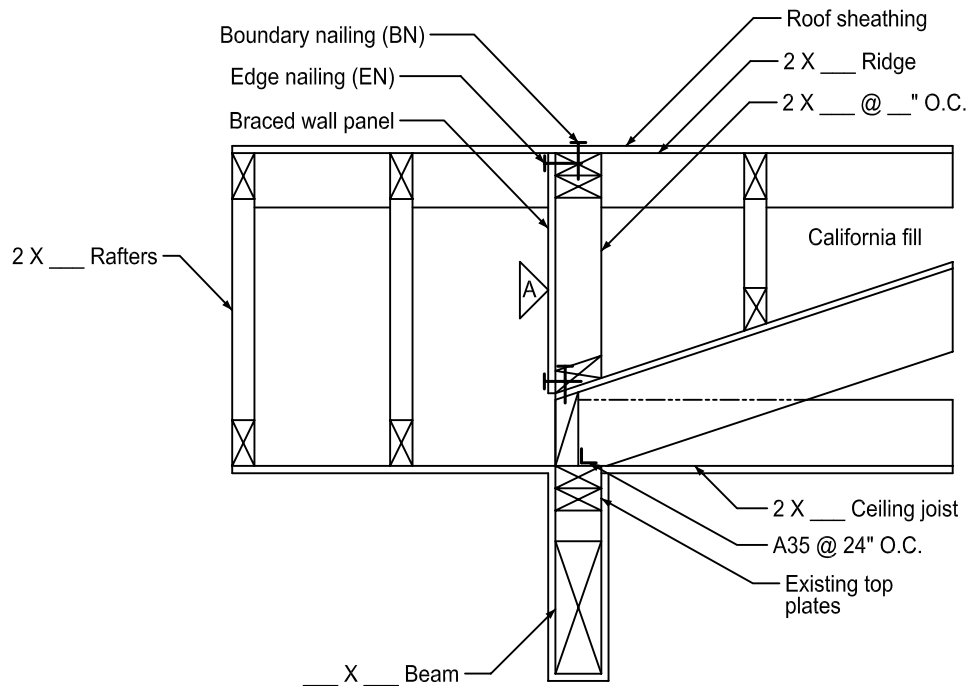
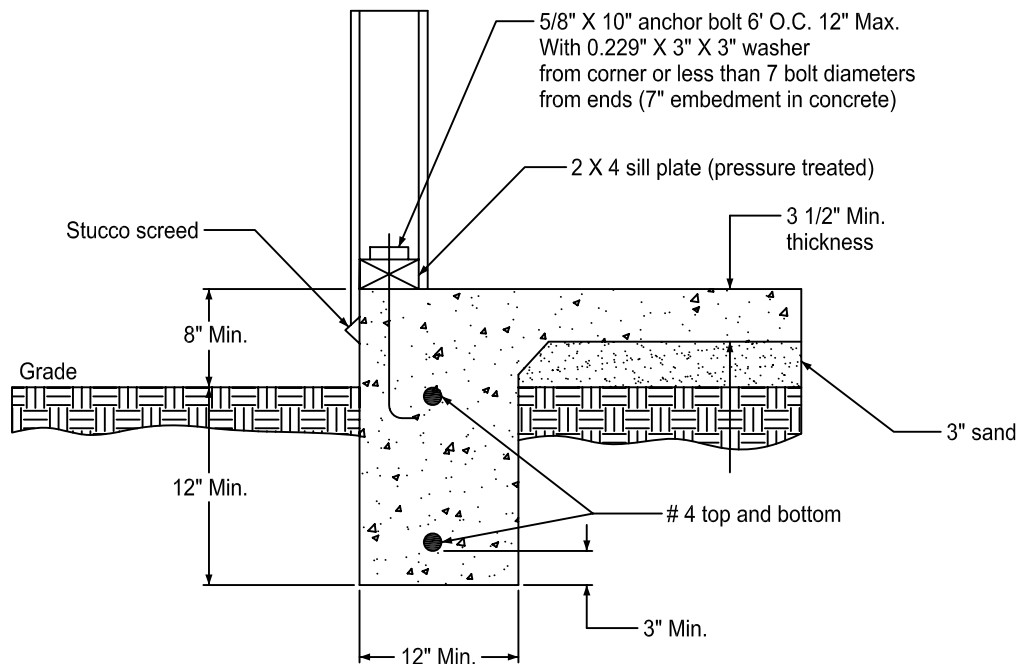
**Figure 6 / Typical Cross Section View, Slab Floor with Ceiling Joist**

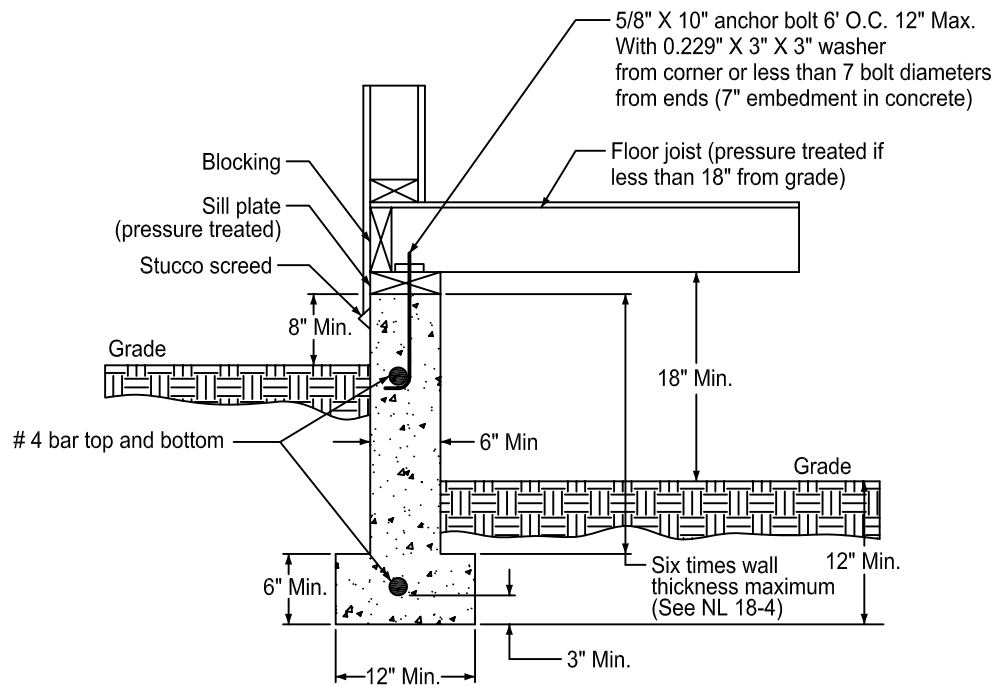
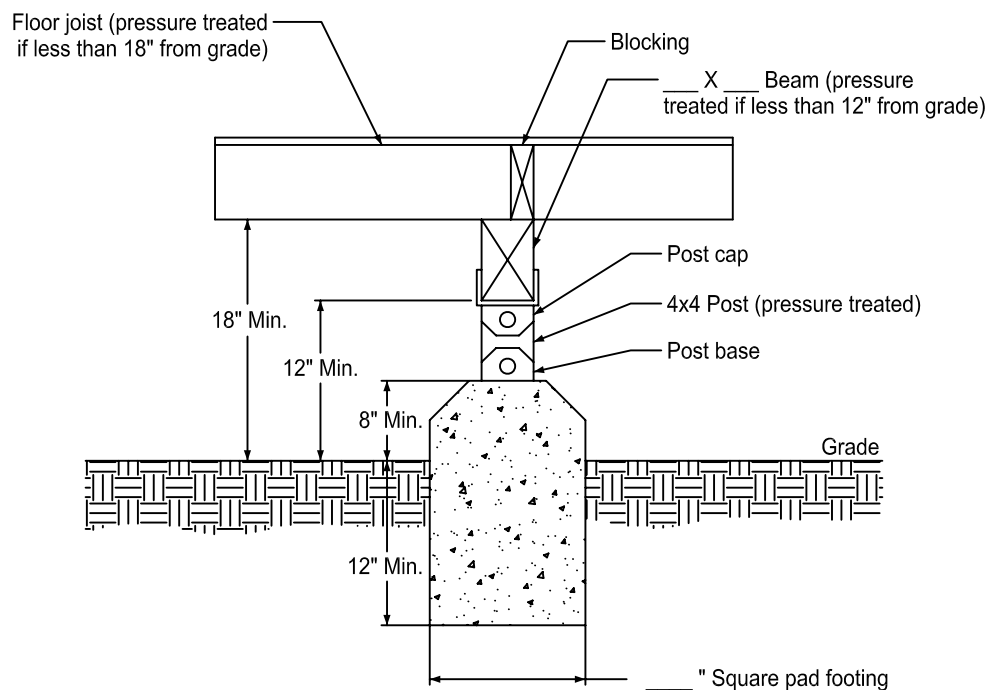
**Figure 7 / Typical Cross Section View, Slab Floor with Vaulted Ceiling**

**Figure 8 / Typical Cross Section View, Raised Floor with Ceiling Joist**

**Figure 9 / Typical Cross Section View, Slab Floor with Shed Roof****Detail A / Typical Roof Connection with Ridge Board****Detail B / Typical Roof Connection, Load Bearing Ridge Beam**

**Detail C / Typical Roof Connection with Ceiling Joist****Detail D / Typical Roof Connection with Vaulted Ceiling****Detail E / Typical Roof Connection, Shed Roof**

**Detail F / Typical California Fill Detail****Detail G / Typical Continuous Footing**

**Detail H / Typical Floor Connection, Raised Foundation or Exterior Stem Wall****Detail I / Typical Floor Connection, Square Pad Footing**

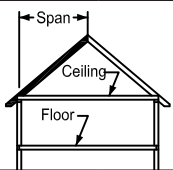
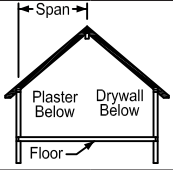
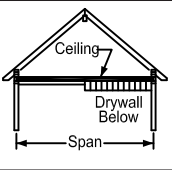
**Table 1 / Allowable Spans for Floor Joists**

Allowable Spans for Floor Joists					
Lumber Grade Douglas Fir Larch #2		Supporting <b>sleeping areas</b> (CRC Table R502.3.1(1))		Supporting <b>living areas</b> (CRC Table R502.3.1(2))	
Normal Size Inches	Spacing Inches	Light weight flooring <sup>1</sup> (e.g., carpet/vinal)	Heaving flooring <sup>2</sup> (e.g., tile/stone)	Light weight flooring <sup>1</sup> (e.g., carpet/vinal)	Heavy flooring <sup>2</sup> (e.g., tile/stone)
2x6	12	11'-10"	11'-6"	10'-9"	10'-6"
	16	10'-9"	9'-11"	9'-9"	9'-1"
	24	9'-1"	8'-1"	8'-1"	7'-5"
2x8	12	15'-10"	14'-7"	14'-2"	13'-3"
	16	14'-1"	12'-7"	12'-7"	11'-6"
	24	11'-6"	10'-3"	10'-3"	9'-5"
2x10	12	19'-10"	17'-9"	17'-9"	16'-3"
	16	17'-8"	15'-5"	15'-5"	14'-1"
	24	14'-1"	12'-7"	12'-7"	11'-6"
2x12"	12	23'-0"	20'-7"	20'-7"	18'-10"
	16	19'-11"	17'-10"	17'-10"	16'-3"
	24	16'-3"	14'-7"	14'-7"	13'-4"

1. Based on 10 psf dead load

2. Based on 20 psf dead load

**Table 2 / Allowable Spans for Rafters and Ceiling Joists**

Allowable Spans for Rafters and Ceiling Joists						
Lumber Grade Douglas Fir Larch #2						
		<b>Rafters</b>		<b>Rafters</b>		<b>Ceiling Joist</b>
		Asphalt Shingles <sup>1</sup>	Tile <sup>2</sup>	Asphalt Shingles <sup>1</sup>	Tile <sup>2</sup>	Gypsum Board <sup>3</sup>
Nominal Size Inches	Spacing Inches	Ceiling not attached to rafters CRC Table R802.5.1(1)	Ceiling not attached to rafters CRC Table R802.5.1(1)	Ceiling attached to rafters CRC Table R802.5.1(2)	Ceiling attached to rafters CRC Table R802.5.1(2)	Uninhabitable attic without storage CRC Table R802.4(1)
2x4	12	10'-10"	9'-10"	9'-10"	9'-10"	12'-5"
	16	9'-10"	8'-6"	8'-11"	8'-6"	11'-3"
	24	8'-10"	6'-11"	7'-10"	6'-11"	9'-10"
2x6	12	16'-7"	14'-4"	15'-6"	14'-4"	19'-6"
	16	14'-4"	12'-5"	14'-1"	12'-5"	17'-8"
	24	11'-9"	10'-2"	11'-9"	10'-2"	14'-10"
2x8	12	21'-0"	18'-2"	20'-5"	18'-2"	25'-8"
	16	18'-2"	15'-9"	18'-2"	15'-9"	23'-0"
	24	14'-10"	12'-10"	14'-10"	12'-10"	18'-9"
2x10	12	25'-8"	22'-3"	25'-8"	22'-3"	26'-0"
	16	22'-3"	19'-3"	22'-3"	19'-3"	26'-0"
	24	18'-2"	15'-8"	18'-2"	15'-8"	22'-11"
2x12	12	26'-0"	25'-9"	26'-0"	25'-9"	-
	16	25'-9"	22'-4"	25'-9"	22'-4"	-
	24	21'-0"	18'-3"	21'-0"	18'-3"	-

1. Based on 10 psf dead load

2. Based on 20 psf dead load

3. Based on 5 psf dead load



**Table 3 / Allowable Spans for Girder Supporting One Floor**

<b>Allowable Spans for Girders Supporting One Floor Only</b> CRC Table R502.5(2)			
Lumber Grade Douglas Fir Larch #2	Building Width <sup>1</sup>		
Normal Size Inches	20	28	36
4x4	3'1"	2'8"	2'5"
4x6	4'6"	3'11"	3'6"
4x8	5'9"	5'0"	4'5"
4x10	7'0"	6'1"	5'5"
4x12	8'1"	7'0"	6'3"
6x8	7'2"	6'3"	5'7"
6x10	8'9"	7'7"	6'9"
6x12	10'2"	8'10"	7'10"
8x8	9'0"	7'8"	6'9"
8x10	10'1"	8'9"	7'10"
8x12	11'9"	10'2"	9'1"

1. Building width is measured perpendicular to the ridge. For widths between those shown, spans are permitted to be interpolated.